

# NICE Recording Systems Job Aid – Advanced Functions

## RECORDING BACKUP





### NICE Administration

#### Manual Archiving

Manual archiving is an alternative method for archiving recordings on the NICE Logger, as opposed to Automatic Archiving which is the default. Manual Archiving allows a user to choose which recordings or periods of time to create a backup for on a DVD. Each DVD media will hold 640 hours of audio time. In addition, the recordings contained on a rewritable DVD can be overwritten or added to using manual archiving. The system will perform the archive using the Manual Archiving function within the **Backup Module** of **NICE Administration**.



#### To Perform Manual Archiving:

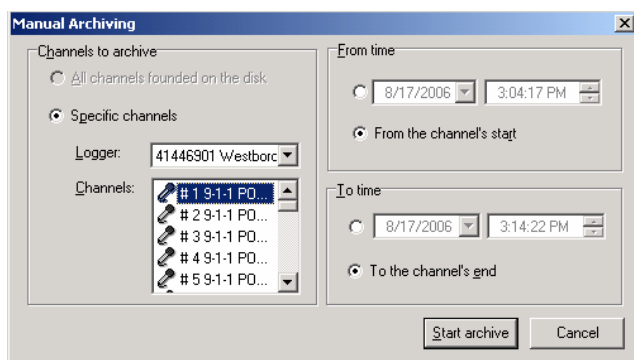
1. Click once on the **Start Menu**, choose **Programs → NICE Applications → NICE Administrator** to launch the application. Enter your Username and Password.
2. Once in the **NICE Administrator** window, click once on the **Backup** button. 
3. From the Backup Module, click once on the **Manual Archive** button from the Backup Toolbar.
4. From the dialog box, choose to **Append** or **Overwrite** the medium contents.
  - **Appending** will add the new recordings to the existing recordings on the media.
  - **Overwriting** deletes any existing recordings on the media and only the newly archived recordings will be available on that DVD.
5. At the next prompt, you must "Insert the medium in device 1 for manual archiving operation (replace the current media)". The DVD should be inserted in the top drive. **PLEASE NOTE: The medium will automatically eject from the recorder, so please make sure the cabinet and recorder doors are open.** If you wish to use the same media that is currently in the device, you can simply push the drive closed or flip the media over to the opposite side. Otherwise, a new DVD will need to be placed in the drive. As the media ejects, the logger status on the main Backup screen will change to "Ejecting...", then "Empty". Once the new media is loaded, the status will change to "Ready".
6. Once media is loaded, click once on the **Show Media Contents** button from the Backup Toolbar and review the contents of the media, if any. 
7. Click once on the **Start Manual** button within the "Device of Logger..." dialog box. *The Manual Archiving dialog box (pictured below) will appear.*
8. From within the **Manual Archiving** dialog box, you will need to determine the specified date, start time, end time, channel #, etc which is to be archived manually.

*For example: If the last time, you archived all channels from January 1, 2006 at 8:00 AM to June 30, 2006 at 11:59:59 PM, the archive you would perform now manually could be from July 1, 2006 at 12:00:00 AM to the current date, and a selected time.*

  - **Under the Channels to Archive section**, select **Specific Channels**. Within the **Channels** drop down list, select the channels to be archived. To select **ALL** channels, click once on the first channel in the list, hold the **Shift** key down on the keyboard and use the scroll bars to scroll to the last channel, then click to select the last channel. Selected channels will be highlighted blue.

**PLEASE NOTE:** If you wish to select channels that are not consecutive, use the Ctrl key.

  - **Under the From time section**, click once on the radio button  to select option:
    - i. **From the channel's start** (which is the default) will archive starting with the first recording found on the hard drive for that channel.
    - ii. **Specific date ranges** allows you to program the start time to begin archiving from. In the example above, you would choose 7/1/2006 at 12:00:00 AM.
  - **Under the To time section**, click once on the radio button  to select option:
    - i. **To the channel's end** (which is the default) will archive through the last recording found on the hard drive of that channel.
    - ii. **Specific date ranges** allows you to program the end time to archive until. In the example above, you would choose the current date and a specific time, for example 8/17/2006 at 12:00:00 PM.



**It is suggested that specific time frames are used to help you keep better track of the archives performed and for labeling your DVDs.**

9. Once the settings are programmed for the archive, click once on the **Start Archive** button within the Manual Archive dialog box.


*The Manual Archive dialog box will close, returning you to the "Device..." dialog box.*
10. To begin the archive, click once on the **Close** button within the "Device 1 of Logger..." dialog box.

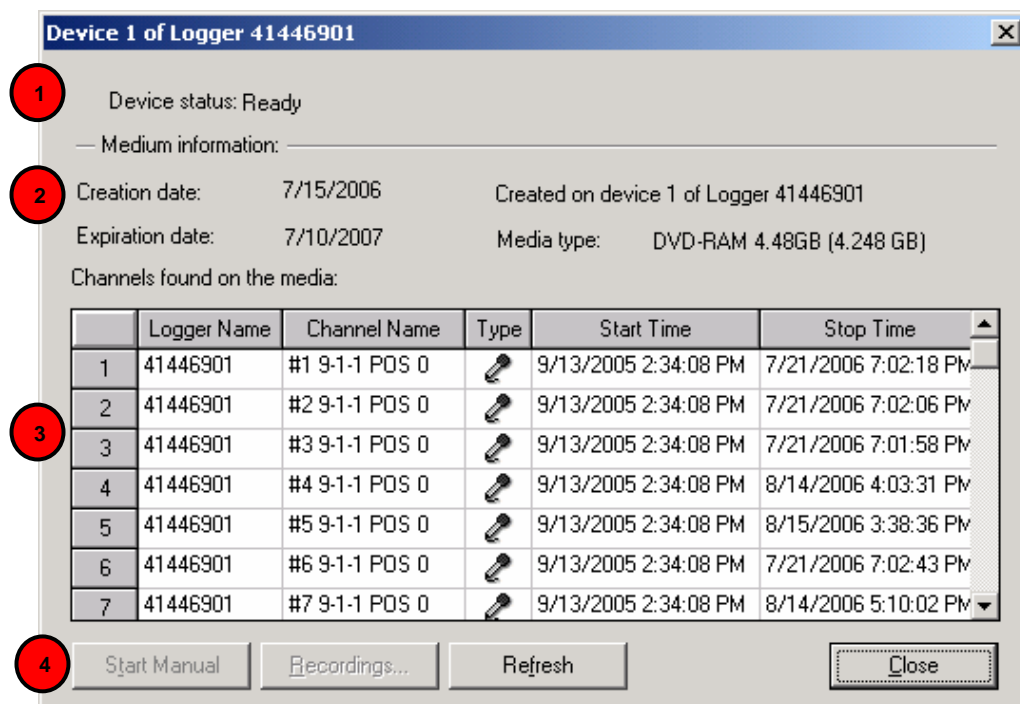
*Once the manual archive begins, the logger status on the main Backup screen will change to "Archiving..." and the logger operation will now display "Manual Archiving".*
11. Once the manual archive is complete, the logger status on the main Backup screen will change to "Ready" and the logger operation will remain as "Manual Archiving", unless it is reset to the default operation (automatic archiving).

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### Understanding the Media Contents Dialog Box:

When attempting to see what recordings exist on a specific piece of media, you can use the **Show Media Contents**  button from the Backup Toolbar. This opens the **Media Contents Dialog Box**, which displays specific information about the channels on the DVD, as well as the time ranges of the recordings.



**Device 1 of Logger 41446901**

1 Device status: Ready

— Medium information: —

2 Creation date: 7/15/2006 Created on device 1 of Logger 41446901

Expiration date: 7/10/2007 Media type: DVD-RAM 4.48GB (4.248 GB)

Channels found on the media:

	Logger Name	Channel Name	Type	Start Time	Stop Time
1	41446901	#1 9-1-1 POS 0		9/13/2005 2:34:08 PM	7/21/2006 7:02:18 PM
2	41446901	#2 9-1-1 POS 0		9/13/2005 2:34:08 PM	7/21/2006 7:02:06 PM
3	41446901	#3 9-1-1 POS 0		9/13/2005 2:34:08 PM	7/21/2006 7:01:58 PM
4	41446901	#4 9-1-1 POS 0		9/13/2005 2:34:08 PM	8/14/2006 4:03:31 PM
5	41446901	#5 9-1-1 POS 0		9/13/2005 2:34:08 PM	8/15/2006 3:38:36 PM
6	41446901	#6 9-1-1 POS 0		9/13/2005 2:34:08 PM	7/21/2006 7:02:43 PM
7	41446901	#7 9-1-1 POS 0		9/13/2005 2:34:08 PM	8/14/2006 5:10:02 PM

4 Start Manual Recordings... Refresh Close

1. **Device Status:** Displays the status of the device you are viewing. "Ready" is waiting for it's next operation. "Archiving..." means that there is currently information being sent **to the DVD**. "Retrieving..." means that there is currently information being sent from the archive DVD back to the Logger.
2. **Medium Information section:** Displays the date the initial recordings were placed on the DVD, and the expiration date (which is set by default by the designated overwrite period). It also tells you what Logger it was created on, and the type of media which is being used.
3. **Contents area:** Displays the information related to the recordings which exist on the DVD.
  - Logger Name: Logger where the recordings were archived from.
  - Channel Name: Names of the channels on the logger which were archived to this piece of media.
  - Start Time: Date and start time of the first recording archived from the specified channel.
  - Stop Time: Date and stop time of the last recording archived from the specified channel.
4. **Button area:** Displays buttons used for performing the various functions requested. When in Manual Archive mode, the first button will be active and read "Start Manual". When in Retrieval mode, the first button will be active and read "Start Retrieval". The "Recordings" button will also be active in Retrieval mode.

**\*\*ALL Times are displayed in GMT, not local time, and must be converted to EST.\*\***

**PLEASE NOTE:** The times displayed in the **Media Contents Dialog Box** are not in represented in chronological order, but rather in numerical order by **channel number**. In addition, the times are not representative of the duration or start/stop times for any specific recordings on the archive, but rather a period of collective recordings on the DVD for that channel. *For example:* In the image above, on Channel #1 9-1-1 Pos 0, the oldest recording on this archive DVD began at 2:34:08 PM on 9-13-05, and the most recent recording for Channel #1 ended at 7:02:18 PM on 7-21-06. However, you will notice that Channel #5's most recent recording ended at 3:38:36 PM on 8-15-06. To view start and stop times for a specific recording on a channel, you must first select the channel and then click once on the "Recordings" button.

When you are simply looking to **view** the contents of a DVD which is not currently in the recorder, it is best to follow the steps 1 to 5 in the Retrieval section. If, after reviewing the contents, you do not wish to retrieve any recordings, you can soft eject the DVD, replace it with another media, and then return to the Default Operation. However, if you choose to either manually archive to this media or retrieve recordings, you will need to follow the steps outlined in the appropriate section of this job aid.

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### Retrieval of Archived Recordings:

The NICE Recorder temporarily stores audio on the hard drive of the Logger, and archives to DVD for permanent storage of the transmissions. The hard drive only holds a certain amount of recordings and **therefore there will be times in the future when a recording is no longer accessible through Scenario Replay**. If the audio records needed to be reviewed again and is no longer available from the hard drive, the audio must be reloaded from the DVD to the logger. The system will allow you to retrieve older recordings from archived media and reload them to the hard drive, for access in Scenario Replay, by using the Retrieval function within the **Backup Module of NICE Administration**.

### To Perform Retrieval of Archived Recordings:

1. Once in the **NICE Administrator** window, click once on the **Backup** button.



2. From the Backup Module, click once on the **Retrieval** button from the toolbar.

3. Determine the specified date, channel #, start time, end time, etc. needed for the recording, and find the backup DVD which matches this criteria. Information which is retrieved will be added to the Logger for the NICE Recorder.

4. At the next prompt, you must "Insert the medium in device 1 for retrieval operation (replace the current media)". The DVD should be inserted in the top drive.

**PLEASE NOTE: The medium will automatically eject from the recorder, so please make sure the cabinet and recorder doors are open.** As the media ejects, the logger status on the main Backup screen will change to "Ejecting...", then "Empty". Once the new media is loaded, the status will change to "Ready". You will notice the operation is now changed to "Retrieval".



5. Once the media is loaded, click once on the **Show Media Contents** button from the Backup Toolbar and review the contents of the media.

6. **TO RETRIEVE ALL RECORDINGS FOR A SPECIFIC DATE RANGE/CHANNEL:**

If you would like to retrieve all recordings from the DVD for a specific channel, you will need to:

- a. In the Media Contents box for the DVD, click once on a **channel** to select it.

*You can also use the Shift/Ctrl keys to select multiple channels.*

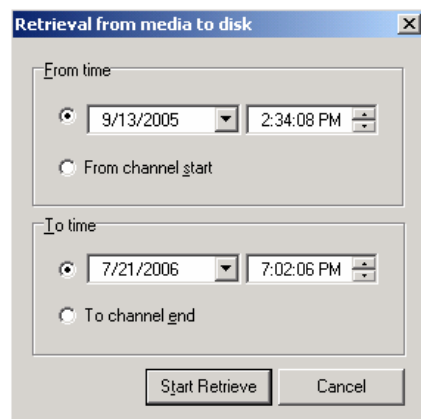
- b. Once selected, click once on the **Start Retrieval** button.

*The Retrieval from media to disk dialog box will appear.*

- c. Enter the "From time" and "To time" for the retrieval and click once on the **Start Retrieve** button.

- d. To begin the retrieval, click once on the **Close** button within the "Device 1 of Logger..." dialog box.

*Once retrieval begins, the logger status on the main Backup screen will change to "Retrieving..." and the logger operation will now display "Retrieval".*



7. **TO RETRIEVE ONE SPECIFIC RECORDINGS FROM A CHANNEL:**

If you would like to retrieve **ONE** specific recording from the DVD for a specific channel, you will need to:

- a. In the Media Contents box for the DVD, click once on the channel to select it.

- b. Once selected, click once on the **Recordings** button.  
*The Recordings dialog box will appear.*

- c. Within the Recordings dialog box, navigate the list of recordings and click once to select a recording to be retrieved.

*You can also use the Shift/Ctrl keys to select multiple recordings.*

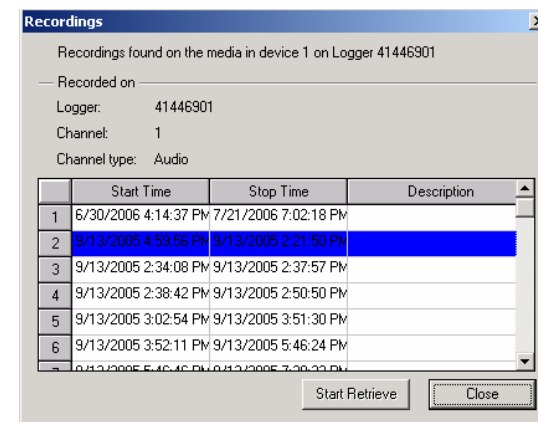
- d. Once selected, click once on the **Start Retrieve** button.

*The Recordings dialog box will close, returning you to the "Device..." dialog box.*

- e. To begin the retrieval, click once on the **Close** button within the "Device 1 of Logger..." dialog box.

*Once the retrieval begins, the logger status on the main Backup screen will change to "Retrieving..." and the logger operation will now display "Retrieval".*

8. Once the retrieval is complete, the logger status on the main Backup screen will change to "Ready" and the logger operation will remain as "Retrieval" until it is reset to the default operation.



### To Reset Backup to the Default Operation:

1. Within the Backup Module, click once on the **Return to Default Operation** button from the Backup Toolbar.

